



## ***INTEROFFICE MEMORANDUM***

Department of Workforce & Employment Standards (DWES)

**TO:** Uriel Dominques Guzman,

**FROM:** Shelley Darensburg, *SD*  
Contract Compliance Supervisor

**PREPARED BY:** Sophany Hang, *S. Hang*  
Contract Compliance Officer

**SUBJECT:** Availability Analysis for  
**RFP for On Call Hydrology and Storm Drain  
Engineering Services**

**DATE:** August 21, 2023

Per your request, an availability analysis of the City's database of local certified firms was conducted. Under current council policy, the awarding authority may request an availability analysis if there is reason to believe that the availability of certified firms will not be sufficient to satisfy the minimum participation requirement.

The scope of services for the above project is described below:

*The City of Oakland, Public Works Department, Watershed and Stormwater Management seeks to establish multiple on-call professional service contracts to provide a variety of services related to hydrology and stormwater engineering. These on-call services are needed to provide technical assistance, design development, construction support, and other miscellaneous services for various City projects related to storm drains, creeks, lakes, hydraulics/hydrology, water quality, slope stabilization, wetlands, riparian areas, and the waterfront. Exact project definition will take place at time of task assignment. Prime consultants may submit a Statement of Qualifications (SOQ) in one or more disciplines. Firms offering unique services are encouraged to apply.*

To determine the availability of the City's certified firms, the Department of Workplace & Employment Standards researched the certification database utilizing the following NAICS Code(s):

541330-Engineering Services

There were thirty (30) firms with the above NAICS code. Because the code is so broad, DWES sent emails and made follow-up phone calls. Only one (1) firm responded and indicated could perform the scope of services.

Per the City's L/SLBE Program: "Based on the "Rule of Three," there must be at least three certified businesses listed in the industry, trade or profession that constitutes a major category of work. If at least three L/SLBEs are not certified, then the requirement is either waived, or the 50% requirement may be set at a percentage from 50 % to 0%, but not less than 20% if at least one

L/SLBE is certified and available.”

Based on the above results, it has been determined that the L/SLBE requirement is set at 20% (10% LBE and 10% SLBE) for this project.

If you have questions or need additional information, please contact Sophany Hang, Contract Compliance Officer at (510) 238-3723.